

November 4, 2006

Solicitation Number SKU200-07-R-0001
American Embassy Kuwait

Minutes From Pre-Proposal Conference of November 4, 2006, Time: 0900am

Introduction

The Contracting Officer Ms. Beverly Rochester-Johnson informed all present that the purpose of this meeting was to discuss the LES life insurance solicitation.

Offeror's representatives present:

1. Pierre Abou Chacra – Alico Kuwait
2. Sadeq Sewaiseh – Allied Arms
3. Amgad Shafiq – Qatar Insurance Co.

Embassy representatives:

1. Beverly Rochester-Johnson – Contracting Officer
2. Brian Moran – MGT/C
3. Teena Ege – HRO
4. Hana Al Bitar – HR
5. Zeyad Qishawi – GSO
6. Ivy Sequeira – GSO

The Contracting Officer welcomed all attendees, introduced herself and invited each one to introduce themselves.

Discussion of the Solicitation Package

The following sections of the solicitation were highlighted:

1. The Contracting Officer advised the attendees of the basic requirements of LES life insurance. The closing date and time of receiving proposals was re-iterated as 3:00 pm local time November 18, 2006. The proposals could be either mailed to reach before the due date and time or submitted at the American Embassy front gate.
2. SF33 was required to be filled in completely and submitted with the other documents.
3. The attendees were informed this contract would be a fixed price with economic adjustment requirements type contract as per Section B and the rates were to be submitted as required in Section B.
4. The contract would be for one year with 4 option years, with either party being able seek termination of the contract.
5. The proposal must contain rates for all performance periods i.e. base year and 4 option years.

6. The attendees were informed that life insurance coverage benefits were specified in Section C.
7. The proposals must be completed in English and the prices to be submitted in Kuwaiti Dinars.
8. The proposals must be based on the requirements in the solicitation; no additional benefits or fewer benefits would be acceptable.
9. It is the Government's choice to exercise option to extend the term of the contract.
10. The offerors must follow the guidelines in Section L when submitting their proposals.
11. Evaluation of proposals would be done as set forth in Section M.
12. Finally the Contracting Officer pointed out the CCR clause in the solicitation and emphasized that all companies wishing to submit proposals must register in the Central Contractor Registration and have a valid CCR number. Proposals from offerors who are not registered in the CCR would be cause for rejection. The website for registration in the CCR was given to the attendees as: www.ccr.gov

Questions

The Contracting Officer emphasized that all questions received and answered in writing would be given to all attendees. The attendees were informed that there were questions asked by the bidders prior to the conference. Answers to these questions were made available to all the attendees.

Some questions were asked during the conference and the Contracting Officer invited all bidders to send their questions in writing by fax or email to the Contracting Officer and the replies would be sent to all bidders.

Conclusion

The Contracting Officer repeated the due date and time for receiving proposals.

The Pre-Proposal Conference concluded and attendees were thanked for their presence and expression of interest in serving the U.S. Government. The meeting was adjourned with a request to the attendees to submit their best prices.

Sincerely,

Beverly Rochester-Johnson
Contracting Officer